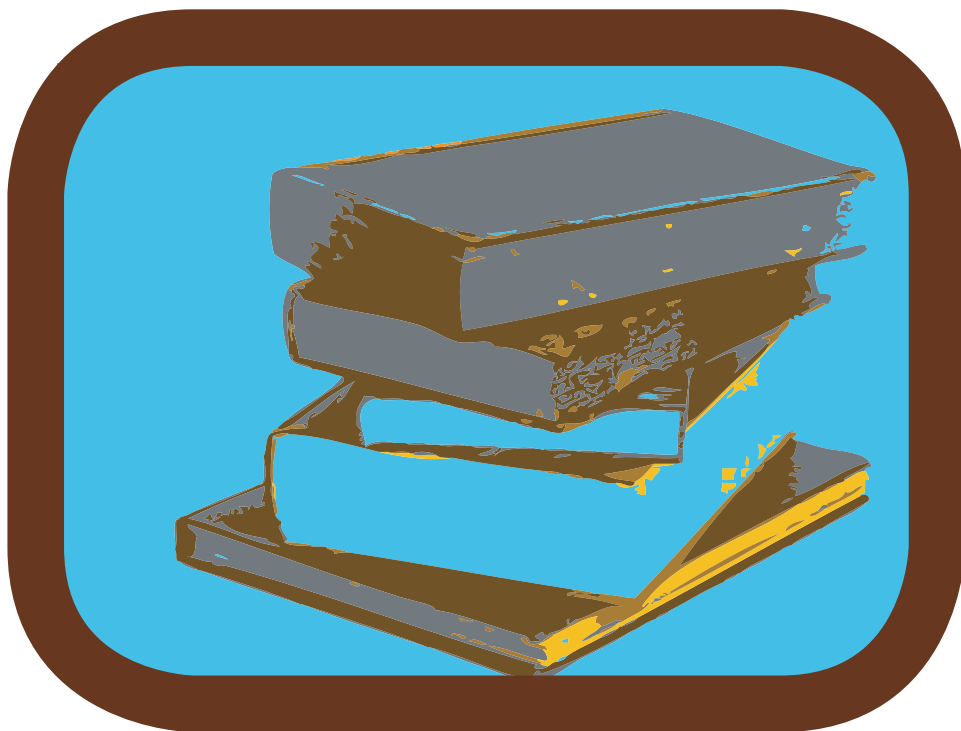


Libraries

Introduction



The worksheets in this chapter are based on the following areas: reading about libraries,

- reading about libraries,
- words used in libraries,
- filling in forms, and
- writing dates as numbers.

For help with the worksheets, you can:

- call the NALA Freephone support line at 1800 20 20 65 on Monday to Friday between 10am and 4pm, or
- check out the Really Useful Guide to Words and Numbers Web site on www.rug.ie

Reading: your local library

Library – Membership Open Now

Do you enjoy reading? Do you want to read more? If you answered 'Yes' to either of these questions, but don't want to spend money buying books, then why not join Thurles library?

Anyone can join the library. You can borrow up to four books for three weeks. It's FREE for children and young adults to join.

In our Adult section, we have books on everything from gardening and cooking to the latest best seller by Maeve Binchy or Dan Brown.

If you're not interested in books, then you can borrow music CDs. You can use the Internet for just €2 per hour or for €1 if you're a child. Or you can just relax by reading newspapers or magazines, or listen to some music!

We also have a reference section where you can use dictionaries to look up spellings and meanings of new words. You'll find encyclopaedias with lots of interesting facts and figures. And we have maps of this area, Ireland and the rest of the world.

For younger readers, there is a special area for children's books. Whether it's something to read to toddlers or something for the teenager, they're sure to find something here.

To find out more, why not drop in to have a look for yourself? Our friendly librarians will be delighted to show you around, and help you to join.

Reading: your local library

Which of the following statements about are true? Put a tick ✓ beside each TRUE statement.

The first one is done for you.

1. a. You can only borrow books for a day.
b. You can borrow books for three weeks.
c. You can borrow books for a few months.

2. a. You must be over ten years of age to join the library.
b. Only adults can join the library.
c. All your family can join the library.

3. a. Adults must pay €2 to use the Internet.
b. You can only borrow books from the library.
c. The library only has old books.

4. a. The Reference section has books by Maeve Binchy.
b. You'll find dictionaries in the Reference section.
c. There is a special area for children's books.

5. a. You need to make an appointment before calling into a library.
b. You can only meet librarians on Mondays.
c. You can drop in to your library anytime.

Reading: fiction and non-fiction

A fiction book tells a story, which is not true. Famous examples of fiction include *Wuthering Heights* written by Emily Bronte, *The Three Musketeers* by Alexander Dumas and *Dracula* by Bram Stoker.

A non-fiction book has facts, like a history book or a travel guide. A non-fiction book can also tell a story, but this story will be real. Famous examples of non-fiction books include the *Oxford Dictionary*, *Encyclopaedia Britannica* and *Collins DIY manual*.

Here are some well known books. Are they fiction or non-fiction books?

Fill in the tables. The first one is done for you.

Croke Park: A History by Tim Carey ✓ Irish Traditional Cooking by Darina Allen
The Snapper by Roddy Doyle Design your Garden by Diarmuid Gavin
The Lilac Bus by Maeve Binchy Gone with the Wind by Margaret Mitchell

Fiction		Non-Fiction	
Author	Title	Author	Title
		Tim Carey	Croke Park : A History

Reading: words used in libraries

Here are some words about the library. See if you can match them to their meaning.

The first one is done for you.

non-fiction	A person who works in the library
author	A company that prints books
publisher	A book about real people or things
fiction	A book that does not contain real facts
reference	A person who writes books
librarian	A book that you can use in the library



Reading: signs used in libraries

Each book shelf has a sign to show you what type of books are on it.
On the sports shelf you will find books about hurling and fishing

See if you can finish these signs using only vowels.
You'll find more information on vowels on page 18.

s p _ r t

t r _ v _ l

a n _ m _ l s

c _ _ k _ r y

e d _ c _ t _ _ n

h _ s t _ r y

h _ _ l t h

p l _ n t s

Writing: filling in forms

To join the library you need to fill out an application form. Bring proof of your address, like a bill, or bank statement with you.

Here is a completed library application form.

Name:	<u>Frank Maher</u>
Address:	<u>16 Friar Avenue</u>
	<u>Thurles,</u>
	<u>Co. Tipperary</u>
Date of birth:	January 17 1953
	Male <input checked="" type="checkbox"/> Female <input type="checkbox"/>
Home phone	<u>(0504) 41689</u>
Work phone	<u>(0504) 31257</u>
Mobile	<u>(087) 934440</u>
Email:	fmaher101@hotmail.com
Date:	October 21 2006
Signature:	<u>Frank Maher</u>
If you are under 16 please get this signed by a parent or guardian	
Date:	_____
Signature:	_____

Writing: filling in forms

You often need to write your signature on forms. Your signature is how you write your name in your own writing.

Put your signature here.

In some forms, you will see boxes as in the example below. You fill in these forms as you would fill in other forms. But in this case, you should only put one letter in each box.

(i) SURNAME	(ii) FIRST NAME(S)	(iii) DATE OF BIRTH (DD MM YY) e.g. 02 06 52
M A H E R	F R A N K	

Now fill in the blank form below with your name.

(i) SURNAME	(ii) FIRST NAME(S)	(iii) DATE OF BIRTH (DD MM YY) e.g. 02 06 52

Writing: dates as numbers

The form on page 52 asks for your date of birth as 'DDMMYY'. This means that the date is written only as numbers.

DD means the day. MM means the month. YY means the year.

To figure out which number is used for each month, you can write them out and number them, as shown below.

January	01
February	02
March	03
April	04
May	05
June	06
July	07
August	08
September	09
October	10
November	11
December	12

You can see that for numbers less than 10, you add in a 0. So, for example, March is 03.

So the date 21 March 2006 in DDMMYY format is

2	1	0	3	0	6
---	---	---	---	---	---

Note that '2006' is shortened to '06'.

Writing: dates as numbers

Write the following dates in DDMMYY format.

The first one is done for you.

1. 14 February 2004

1	4	0	3	0	4
---	---	---	---	---	---

2. 20 October 1999

--	--	--	--	--	--

3. 17 July 2001

--	--	--	--	--	--

4. 15 March 1956

--	--	--	--	--	--

5. 25 December 1960

--	--	--	--	--	--

6. 20 September 2000

--	--	--	--	--	--

7. 10 June 1985

--	--	--	--	--	--

8. 1 January 2001

--	--	--	--	--	--

9. 4 April 2007

--	--	--	--	--	--

10. 11 November 1972

--	--	--	--	--	--

Writing: filling in library forms

If you want a popular book you may need to reserve it. If you want a book the library does not have you can request it. They will borrow it from another library for you. To reserve or request a book, you will need to fill in a form like the one below.

Complete this form to order the non-fiction book, 'Sahara', written by Michael Palin.

Book Order Form

Author: _____

Book title: _____

Fiction **Non-fiction**

Name: _____

Address: _____

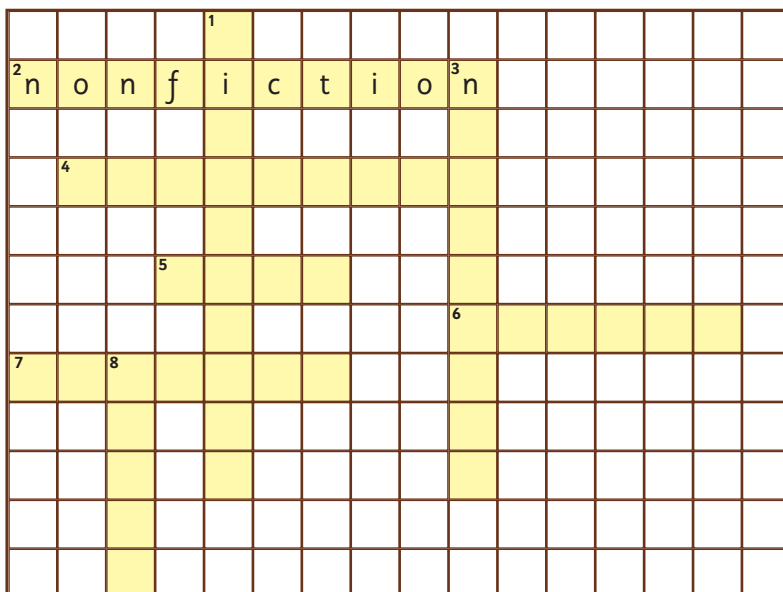
Phone: _____ **Date:** _____

Signature: _____

Crossword

All the answers to this crossword are words to do with libraries.

Fill in the crossword by answering the numbered clues below.
The first one is done for you.



TIP: The number of letters in the word is shown after the clue.

Clues across

2. These books have facts. (10)
4. A book that is not about real people or things. (7)
5. You need to fill out one of these to join the library. (4)
6. A person that writes books. (6)
7. A building with books you can borrow. (7)

Clues down

1. A large book with words and their meanings. (10)
3. Read the daily or weekly news in this. (9)
8. The library has many of these. (5)